

(First Published in the Columbus News Report the \_\_\_\_\_ day of \_\_\_\_\_, 2015)

ORDINANCE NO. 1353

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLUMBUS, KANSAS, AMENDING ARTICLE V, 'RECRUITMENT', SECTION V-3, 'JOB ANNOUNCEMENT AND PUBLICITY', OF THE PERSONNEL REGULATIONS FOR THE EMPLOYEES OF THE CITY OF COLUMBUS, KANSAS**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS:

**Section 1:** Article V, entitled 'Recruitment', section V-3, 'Job announcements and publicity', of The Personnel Regulations For The City Of Columbus, Kansas, shall be amended to broaden the policy for recruitment when the City seeks to fill position vacancies by posting vacancies both internally and advertising externally.

**Revised Article V, -3.**

**V-3 Job announcements and publicity**

In order to attract an adequate number of candidates for present and anticipated vacancies, and to permit successful competition with other employers, **all position vacancies sought to be filled by the City shall be concurrently posted internally and advertised externally.** The City Clerk shall place an advertisement of the position in the City's official publication **and/or suitable trade publication.** Such advertisement shall be published at least two times before the position is filled. Job announcements shall be clear and readable. They shall include the job title, salary range, job qualification requirements, examination information and application information, including the deadline for application. Publicity for job vacancies shall be conducted for a sufficient period of time to ensure reasonable opportunity for persons to apply and be considered for employment. All job announcements for regular appointments shall also be publicized to all City employees.

**Section 2: REPEAL.** All ordinances, resolutions or policies or parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

**Section 3: EFFECTIVE DATE.** This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

PASSED and APPROVED by the Governing Body this 20<sup>th</sup> day of July, 2015.

  
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DEXTER OPELA, MAYOR

ATTEST:

  
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CHERRI CHANCELLOR, CITY CLERK

(SEAL)